



JOHN ENGLER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



THOMAS D. WATKINS, JR.
SUPERINTENDENT OF
PUBLIC INSTRUCTION

FOOD SERVICE

**ADMINISTRATIVE POLICY #3
SCHOOL YEAR 2002-2003**

SUBJECT: New National Daily Attendance Factor

DATE: October 1, 2002

Effective with the October 2002 Claim for Reimbursement, the new national daily attendance factor is 93.5%. The attendance factor is a percentage developed by USDA at least once each year which accounts for the difference between enrollment and attendance. The factor is calculated by dividing the national average daily attendance by the total enrollment.

School food authorities must continue to document any reported TOTAL MEAL SERVINGS that exceed 93.5% of enrollment multiplied by days served. The same documentation is required for FREE MEALS and REDUCED PRICE MEALS that exceed the established attendance factor (multiply number of reported Free and/or Reduced applications by number of days served by 93.5%). Reimbursement claims exceeding the 93.5% factor, submitted without documentation, will not be paid.

The documentation that must be provided is the enclosed pink form, SL-200, **A**Justification for Exceeding the National Attendance Factor[®]. This form must be sent in **each time** a site exceeds the attendance factor for a given month. The **A**Overclaim[®] box on the corresponding site screen must also be checked. **If the “Overclaim” box is checked for a site and a form SL-200 has not been submitted, that claim will not be paid until this form is received in our office.**

Exception: When it is known that the factor will be exceeded for consecutive, multiple months of the year, check the **A**Justification for School Year 2002-2003[®] box on the top of the SL-200 form. This will cover that site for the remainder of the fiscal year or until you notify us of a change. The **A**Overclaim[®] box on the MEIS screen will be checked automatically. Unless there is a change, no additional forms will need to be submitted for the rest of the fiscal year.

All individual school buildings are required to report enrollment every month. Be sure to report the number of enrolled children in all grade levels, including kindergarten, for each building.

If you have any questions related to this memo, contact Pat Arend at 517.373.2438 or arendp@mi.gov.

STATE BOARD OF EDUCATION

KATHLEEN N. STRAUS – PRESIDENT • SHARON L. GIRE – VICE PRESIDENT
MICHAEL DAVID WARREN, JR. – SECRETARY • EILEEN LAPPIN WEISER – TREASURER
MARIANNE YARED MCGUIRE – NASBE DELEGATE • JOHN C. AUSTIN • HERBERT S. MOYER • SHARON A. WISE

608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909
www.michigan.gov • (517) 373-3324

**2002/2003 JUSTIFICATION FOR EXCEEDING
THE NATIONAL ATTENDANCE FACTOR**

Complete one form for each building in which the number of meals claimed exceeds 93.5% of enrollment or applications. (See "Check the appropriate box" below). Mail to the address indicated above or FAX to (517) 373-4022 when the claim is submitted on MEIS.

" Justification for School Year 2002/2003

" Justification for Current Month Only

Month:

School District:

Agreement Number:

Building Name:

Building Code Number:

- ! If the Justification for School Year 2002/2003 box is checked above, submit no additional forms for the remainder of the school year for that building.
- ! 93.5% is the national average daily attendance factor issued by USDA for the 2002/2003 school year.
- ! Attendance alone does not justify participation.
- ! Make additional copies of this form if needed.

Check the appropriate box:

- Total meals claimed exceeds .935 x enrollment x days served.
- Total free meals claimed exceeds .935 x free applications x days served.
- Total reduced price meals claimed exceeds .935 x reduced applications x days served.

Reasons for exceeding the 93.5% attendance factor:

Name of Authorized Official (Print)

Telephone Number

Signature of Authorized Official

Date